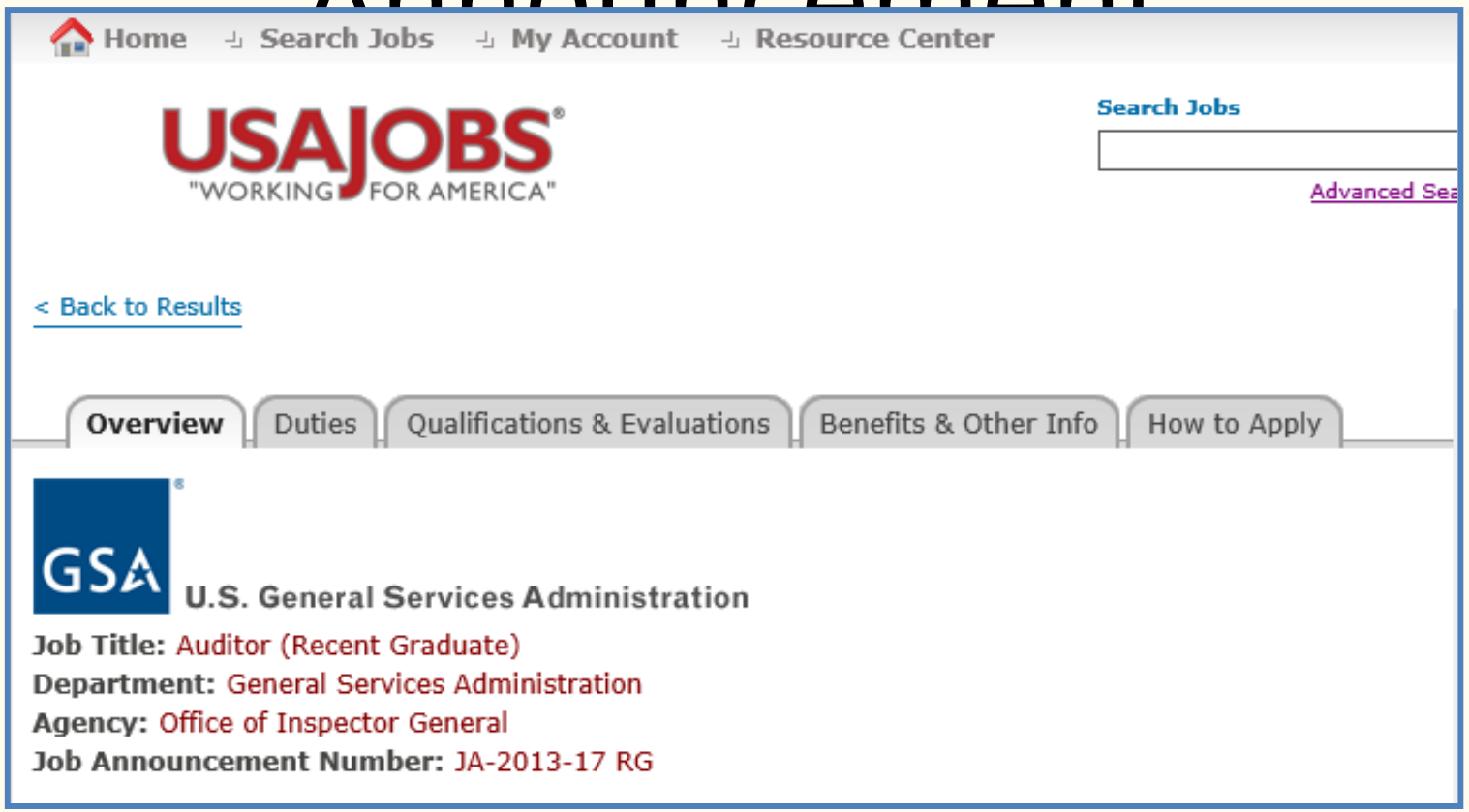
a New Day for Federal Service

Writing Your Federal Résumé

Job Opportunity Announcement



Overview

Job Announcement Number: JA-2013-17 RG

SALARY RANGE:	$38,790.00 to $69,545.00 / Per Year
OPEN PERIOD:	Thursday, February 28, 2013 to Saturday, March 09, 2013
SERIES & GRADE:	GS-0511-07/09
POSITION INFORMATION:	Full-time - Excepted appointment which may be non-competitively converted to a term or permanent position.
PROMOTION POTENTIAL:	13
DUTY LOCATIONS:	FEW vacancies - Washington, DC, US View Map FEW vacancies - Atlanta, GA, US View Map FEW vacancies - Kansas City, MO, US View Map FEW vacancies - New York - New York, NY, US View Map FEW vacancies - Philadelphia, PA, US View Map
WHO MAY APPLY:	Recent Graduates who received a qualifying degree within the past 2 years. Preference eligible veterans precluded from applying due to military service obligation may apply up to 2 years from the date of discharge/ release from active duty, but no more than 6 years after the date degree requirements were met. Students who will complete educational program requirements by Aug 31, 2013.

Overview

JOB SUMMARY:

The mission of the Office of Inspector General (OIG) is to help the GSA effectively carry out its responsibilities and to protect the public interest by bringing about positive change in the performance, accountability, and integrity of GSA programs and operations. The OIG is recognized as a world class organization serving the public interest by protecting and improving the operations of GSA. The OIG plays a vital role in supporting GSA's continuing evolution as a leader in formulating Government wide policy and its efforts to expertly and competitively meet the needs of its Federal customers while serving the best interest of U.S. taxpayers.

Begin a challenging career with the Office of Audits and be a vital part of the auditing community. We offer a rewarding opportunity to contribute to a noble mission that prevents and detects fraud, waste, and abuse in GSA programs.

We are interested in individuals who are committed to superior service and who can help us continue to meet these high standards. We are seeking highly motivated and qualified auditors to be a proactive member of our management team.

Applicants who applied to the previous Recent Grads announcements JA-2013-12 RG and JA-2013-13 RG should not re-apply.

This is a Recent Graduate position in the Pathways Program.

KEY REQUIREMENTS

- Apply online (See How to Apply section.)
- Signed participant agreement is required for employment under this Program.
- U.S. Citizenship or National

Duties

DUTIES:

As a GSA OIG auditor, you will initially assist and later conduct performance and attestation audits. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective action; 2) assist higher level auditors in determining areas of high risk to focus on during an audit; and 3) other related assigned duties. You will also a) perform systematic examinations and appraisals of financial-related records, reports, management controls, and policies and practices which reflect the financial condition of GSA organizations and activities; and b) assist in developing policies that adhere to regulations applicable to GSA.

Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or one (1)

Qualifications and Evaluations

ALL CANDIDATES MUST MEET THE OPM POSITIVE EDUCATION REQUIREMENT DEFINED AS:

Basic Requirements

1. **Degree:** accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

   OR

2. **Combination of education and experience:** at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
   1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
   2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
   3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-

Qualifications and Evaluations

CANDIDATES WHO FAIL TO MEET THIS REQUIREMENT WILL BE DISQUALIFIED. **(Current students must meet this requirement no later than August 31, 2013 and, if selected, will not be appointed until after they meet this requirement).** Qualifying educational institutions/program for the Recent Graduate Program include: a qualifying bachelors, masters, doctorate degree or certificate from a qualifying educational institution within the past 2 years or for current students NLT August 31, 2013.

"Students may apply if they are within 9 months of graduating from the date of application."

Qualifications and Evaluations

HOW YOU WILL BE EVALUATED:

The Category Rating procedure is being used to rate candidates. You will receive a numerical rating of 70-100 points. If you are found qualified for the position, your responses to the self assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, Best Qualified. Your responses to the vacancy questions must be supported by your resume or the Human Resources Specialist may adjust your responses lower. Within these categories, applicants eligible for veterans' preference will receive selection priority over non-veterans. Appropriate documentation must be received to adjudicate veterans' preference. You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities. A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

To preview questions please click here.

Benefits and Other Information

BENEFITS: Back to top

GSA OIG offers a comprehensive benefits package. To explore the major benefits offered to most Federal employees, see Benefits.

OTHER INFORMATION:

Promotion Policy: If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance. **Relocation Not Paid:** Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant. **Management Rights:** Additional vacancies may be filled from this announcement, as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

How to Apply

HOW TO APPLY:

You must submit a complete application including all required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in you not being considered for this vacancy. For information on applying for a GSA vacancy, please visit Applying for a GSA Job We will only consider applications submitted through the online process listed below unless an exception has been approved by a representative of the HR Office listed on this announcement. A description of the online process is provided below:

1. Select the "Apply Online" button. Log on to OPM's USAJOBS to access your existing resume or to create a new one.
2. From your account, select which resume you wish to submit. You also have the option of attaching any required documents saved in your USAJOBS account. Click "Apply for this Position Now!"
3. You will be redirected to GSA's automated system, GSAjobs. First time users will be asked to respond to "Account Creation" questions. If you are a return GSAjobs user, click the links on the left to review and

How to Apply

REQUIRED DOCUMENTS:

Please review the following to determine which documents you must submit in order to complete your application: **Proof of Recent Graduate Status:** Applicants must provide documentation of completion within the previous 2 years of a qualifying associates, bachelors, masters, professional, doctorate, degree or certificate from a qualifying educational institution.* NOTE: Veterans precluded from applying within the two-year window due to a military service obligation, must provide documentation of discharge or release from military service within the previous 2 years and completion of satisfactory degree or certificate program within the previous 6 years.

How to Apply

WHAT TO EXPECT NEXT:

Once the online application process is complete, you will receive an acknowledgement e-mail. Based upon Title 5 United States Code hiring rules, the best qualified applicants will be referred to the selecting official for consideration.

Your Résumé

- Your résumé:
  - Your best marketing tool
  - Communicates your qualifications
  - Shows you can provide immediate results
  - Should be tailored for each job
  - Has no page limitations
  - Is your first and often only impression

Format

- Reverse chronological order:
  - Lists your most recent experience first then work backwards listing previous jobs
  - Include job-relevant paid/unpaid experience
  - Recommended for Federal résumés

Experience

- Amount of experience:
  - "Managed an 8 person team over 15 years…"
- Level of experience:
  - "Routinely advised and briefed organizational senior executives on…"
- Repetition is OK

Accomplishments

- Who was impacted?
- How significant was the impact?
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed/improved?

Language Matters

- Before:

  Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

- After:

  Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

Information

- Job Opportunity Announcement (JOA) sources:
  - Duties
  - Qualifications and Evaluations
  - Occupational Questionnaire
    - Linked from the JOA

Information

- Personal sources:
  - Former job descriptions
  - Supervisory reviews and feedback
  - Transcripts
  - Course feedback
  - Military honors
  - Awards and recognition
  - Customer acknowledgements
  - Survey results

Information

- Think outside the box
  - — Leadership roles in social organizations
  - — Volunteer experiences
  - — Projects
  - — Professional/Academic challenges or successes
  - — Special assignments
  - — Travel experiences

Skills

- Create
  - A list of your skills and match them to job types (Skills Profiler)
  - http://www.careerinfonet.org/Skills/

Skills Profiler

System Skills

- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

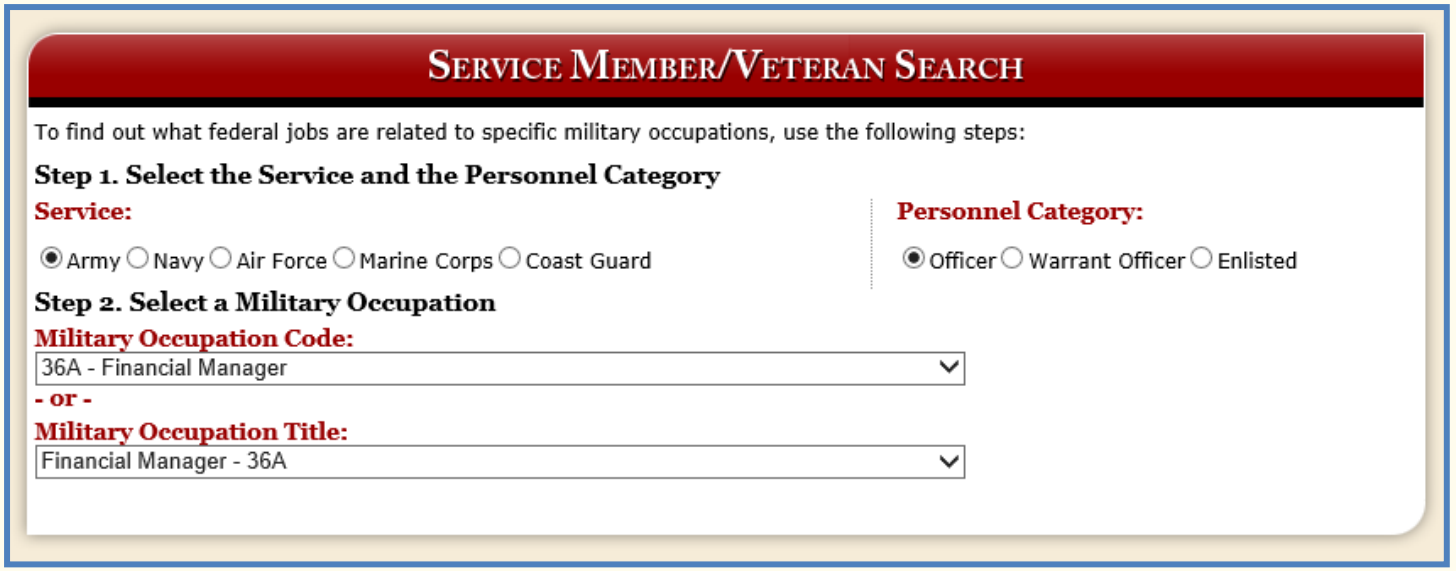
Resource Management Skills

- **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Translate

- Veterans
  - Translate military career fields to Federal occupations
  - http://www.dllr.state.md.us/mil2fedjobs/

MIL2FEDJOBS


SERVICE MEMBER/VETERAN SEARCH
To find out what federal jobs are related to specific military occupations, use the following steps:
Step 1. Select the Service and the Personnel Category
Service:
Army Navy Air Force Marine Corps Coast Guard
Personnel Category:
Officer Warrant Officer Enlisted
Step 2. Select a Military Occupation
Military Occupation Code:
36A - Financial Manager
- or -
Military Occupation Title:
Financial Manager - 36A

MIL2FEDJOBS

Federal Occupational Series Related to Army 36A - Financial Manager

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see Federal Career Considerations.

Click on column headings to sort. Click on the numbers above and below the table to page through results.

Code	Title	Type	Federal Job Family	Search for a Job
0340	Program Management Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	*Search USAJOBS Now*
0343	Management and Program Analysis Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	*Search USAJOBS Now*
0501	Financial Administration and Program Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0503	Financial Clerical and Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0505	Financial Management Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0510	Accounting Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0511	Auditing Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0512	Internal Revenue Agent Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0525	Accounting Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*
0526	Tax Specialist Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	*Search USAJOBS Now*

Process

- 3 steps:
  - Review
    - Understand the requirements
    - Select in or select out
  - Identify
    - Find keywords and phrases
    - Highlight
  - Align
    - Place information into bullets
    - Match personal experiences/accomplishments

Grade Level or Equivalent

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

Review

QUALIFICATIONS REQUIRED:

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Identify

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Align

GS-7 applicants - One (1) year of graduate-level education or superior academic achievement **OR** one (1) year of specialized experience

- Verified reports against source accounts

All successful applicants for this position will possess the following competencies:

- Basic knowledge of accounting principles and auditing standards
- Applied audit techniques in collecting and analyzing data
- Communicated effectively, both orally and in writing
- Conducted multiple segments of complex audits

Annually verified over 500 source reports and identified weaknesses in internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and $52,000 in labor savings.

Questionnaire

HOW YOU WILL BE EVALUATED:

The Category Rating procedure is being used to rate candidates. You will receive a numerical rating of 70-100 points. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, Best Qualified. Your responses to the vacancy questions must be supported by your resume or the Human Resources Specialist may adjust your responses lower. Within these categories, applicants eligible for veterans' preference will receive selection priority over non-veterans. Appropriate documentation must be received to adjudicate veterans' preference. You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities. A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

Résumé Summary

- Highlight your knowledge, skills, abilities and experience as it relates to the job.
  - Use keywords/phrases or short sentences
  - Paint a picture
  - Include your security clearance, if applicable
  - Complete only after you have listed all of your experience and accomplishments

USAJOBS

- Allows users 5 resum
  - Upload
  - Build
  - Combination

My Account
User
Current Goal:
Last login:
02/12/2013 12:08 PM
Change Photo
Edit Profile
Resumes
Resume 1: Resume 1
View | Edit | Duplicate | Delete
Status: Not searchable
Make Searchable Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder
Build New Resume
Upload New Resume
You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

USAJOBS

- Special hiring authorities:
  - — Veterans Recruitment Appointment (VRA)
  - — Veterans 30% or more disabled
  - — Disabled veterans who completed VA training
  - — Schedule A for people with disabilities
  - — Military Spouse
  - — Certain former overseas employees

- Sensitive information and

Resume Builder

* Resume Name

1. **Experience** 2. Education 3. Other 4. References 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

Work Experience

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

* Employer Name

Employer Address 1

* Duties, Accomplishments and Related Skills
Expand this area

Problems with formatting when pasting from Microsoft Word?
(5000 characters remaining)

Salary USD Per Year

* Average Hours per week

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* Duties, Accomplishments and Related Skills
Expand this area

Problems with formatting when pasting from Microsoft Word?
(5000 characters remaining)

Resume Builder

1. Experience 2. **Education** 3. Other 4. References 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

READ THIS - important notice before listing your Education!
Only list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual.

Learn more!

Education

* School or Program Name

Relevant Coursework, Licensures and Certifications

Problems with formatting when pasting from Microsoft Word?
(2000 characters remaining)

GPA of GPA Max.

Total Credits Earned

System for Awarded Credits
- Semester Hours
- Quarter Hours
- Continuing Education Units

Honors -SELECT-

Relevant Coursework, Licensures and Certifications

Problems with formatting when pasting from Microsoft Word?
(2000 characters remaining)

Education

Education:

University of Maryland College Park, MD United States
Bachelor's Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting **Honors:** Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
Auditing Theory and Practice
Government Accounting
Accounting I
Accounting II
Managerial Accounting
Accounting Systems
Taxation of Individuals
Ethics and Professionalism in Accounting

Resume Builder

1. Experience 2. Education 3. **Other** 4. References 5. Preview and Finish

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**.

Job Related Training

List the titles and completion dates of training courses that are relevant to the position you are seeking.

(5000 characters remaining)

Spell Check

Language Skills

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement

Language Skills

Language: - SELECT -

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language

(5000 characters remaining)

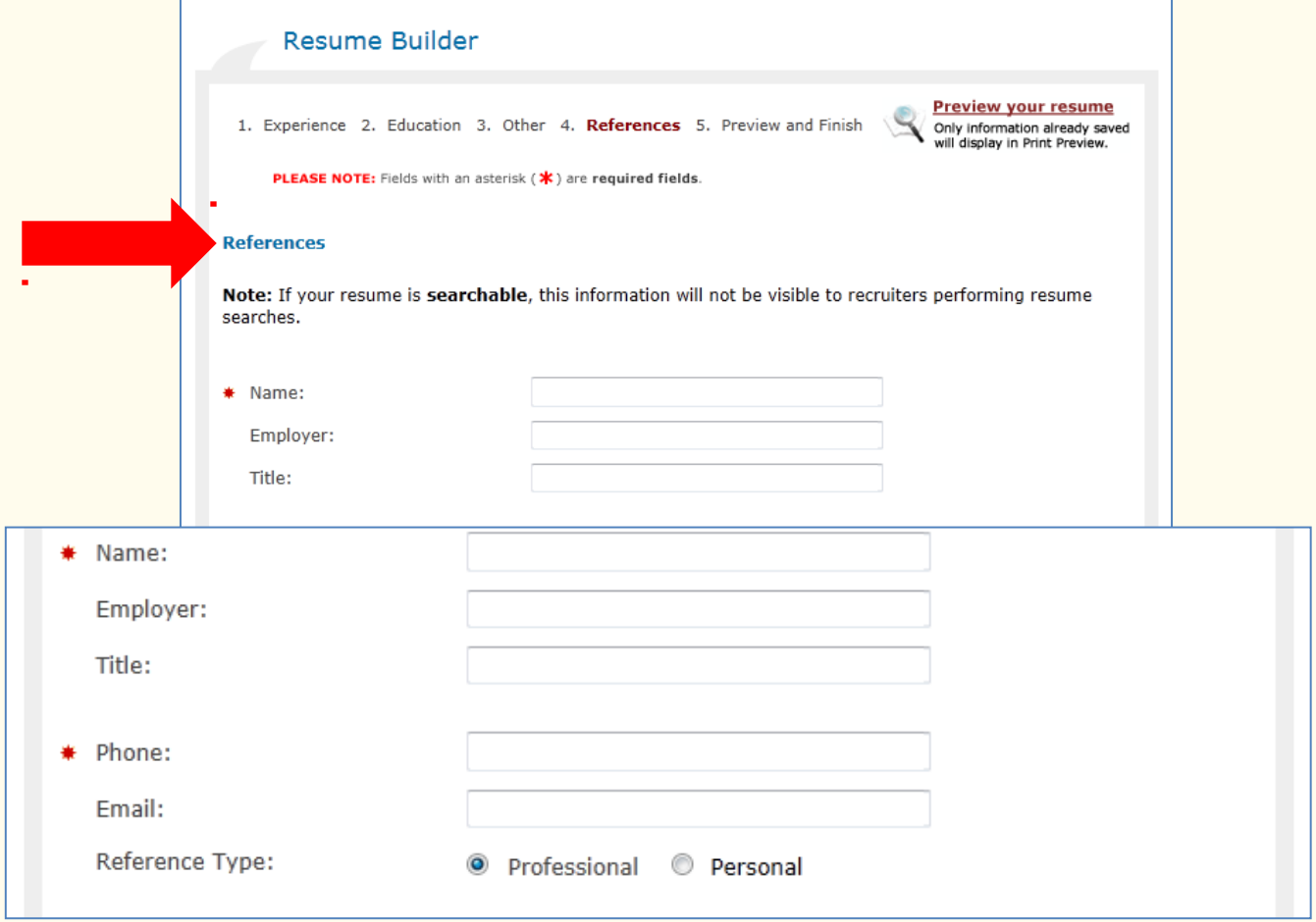
Spell Check

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

Expand this area

(20000 characters remaining)


Resume Builder
1. Experience 2. Education 3. Other 4. References 5. Preview and Finish
Preview your resume
Only information already saved will display in Print Preview.
PLEASE NOTE: Fields with an asterisk (*) are required fields.
References
Note: If your resume is searchable, this information will not be visible to recruiters performing resume searches.
* Name:
Employer:
Title:

* Name:
Employer:
Title:
* Phone:
Email:
Reference Type:
Professional
Personal

Cover Letter

- Highlights experience
- Allows compelling language
- Optional

Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted

Summary

- Review the entire JOA
  - —Understand the requirements
  - —Assess your skills
  - —Select in/Select out
- Pay close attention to the instructions
- Separate important information
- Tailor your résumé

Questions